

**GUIDELINES ON ORDER EXTENDING PROFESSIONAL LICENSES, PERMITS,
AND REGISTRATIONS ISSUED BY COMMONWEALTH AGENCIES AND
ORDER EXTENDING THE REGISTRATIONS OF CERTAIN LICENSED PROFESSIONALS**

**DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE (DCAMM)
CONTRACTOR CERTIFICATES OF ELIGIBILITY**

ORDERS: COVID-19 ORDER NO. 18 (“Business Certificate Extension Order”) and ORDER [UNNUMBERED] OF MARCH 18, 2020 (“Individual Certificate Extension Order”)

DATE OF GOVERNOR’S DECLARATION OF STATE OF EMERGENCY: March 10, 2020

DATE ON WHICH CERTIFICATE OF ELIGIBILITY MUST BE IN EFFECT: March 10, 2020

EFFECTIVE DATE FOR EXTENSIONS: March 10, 2020

DATE OF BUSINESS CERTIFICATE EXTENSION ORDER: March 26, 2020

DATE OF INDIVIDUAL CERTIFICATE EXTENSION ORDER: MARCH 18, 2020

EXPIRATION DATE OF EXTENSION ORDERS: 90 Days Following the Termination of the State of Emergency

EXTENSION PERIOD: March 10, 2020 through the Expiration Date of Extension Orders

I. ELIGIBILITY FOR EXTENSION

- A. The Business Certificate Extension Order(attached) covers for profit or non-profit businesses or organizations and the Individual Certificate Extension Order (attached) covers individual persons.
- B. A “Qualified Contractor” is a contractors covered by either the Business Certificate Extension Order or the Individual Certificate Extension Order, as applicable, who: (1) is “in good standing” as of March 26, 2020 under the Business Certificate Extension Order or as of March 18, 2020 under the Individual Certificate Extension Order, as applicable, and (2) possesses a valid Certificate of Eligibility which has not expired as of March 10, 2020.
- C. Under the Orders, the Certificate of Eligibility of a Qualified Contractor is automatically extended to the Expiration Date of Extension Orders. DCAMM will not be issuing separate extended certificates, however the Expiration Date of Extension Orders shall be applicable as set forth in the Orders and these Guidelines.
- D. A Contractor whose Certificate of Eligibility expired prior to March 10, 2020 is not a Qualified Contractor and is not eligible for extensions or the protections of the Orders.

- E. A Qualified Contractor who filed its Application “late,” i.e., not 90 days in advance of expiration of its current Certificate of Eligibility, or who did not file an Application at all, is eligible for extension under the Orders.
- F. A Qualified Contractor must remain “in good standing” in order for the Certificate of Eligibility to remain in effect during the Extension Period.

II. IN GOOD STANDING

- A. “In good standing” shall include all requirements for Contractor Certification, including, without limitation, in M.G.L. ch.149, sec.44D and all applicable regulations and guidelines thereunder and all other requirements for Certification, including, without limitation, through third parties such as the Secretary of State, Department of Unemployment Assistance and Division of Industrial Accidents, the Attorney General’s Office and any state or federal agency with debarment authority.
- B. DCAMM reserves the right to request any information at any time to determine a Qualified Contractor’s continued good standing during the Extension Period.
- C. DCAMM reserves the right to request at any time a Certificate of No Adverse Change, signed under pains and penalties and perjury by an authorized signatory.
- D. DCAMM reserves the right to withdraw a Qualified Contractor’s Certificate of Eligibility during the Extension Period for any reason (other than expiration due to the passage of time) consistent with all applicable statutes, regulations and guidelines.
- E. Pursuant to the procedure set forth in M.G.L. ch.149, sec.44D and all applicable regulations and guidelines thereunder, DCAMM reserves the right to immediately decertify, or reduce the classes/amount of work on which a Qualified Contractor is eligible to bid, for cause.

III. APPLICATION PROCESS – RENEWALS AND NEW APPLICATIONS

- A. The process and timeframes for renewal of Certificates of Eligibility remains in full force and effect, i.e., Applications should be submitted at least 90 days prior to the later of (i) expiration date of a Contractor’s current Certificate of Eligibility, or (ii) Expiration Date of Extension if applicable.
- B. For a complete renewal Application (with no deficiencies) that is timely submitted, the Expiration Date of the Certificate of Eligibility shall be a date as determined by DCAMM, but which is no sooner than 12 months from the date of the expiration of the Contractor’s current Certificate of Eligibility (i.e., the expiration date PRIOR to the extended date pursuant to the Orders).

- C. Any Contractor who does not timely submit a complete renewal Application (even without deficiencies) at least 90 days prior to the expiration of the Contractor's current Certificate of Eligibility (i.e., the expiration date PRIOR to the extended date pursuant to the Orders), risks a gap or lapse in Certification, with no assurance that its Application will be processed within 90 days from receipt.
- D. All Applications for new Contractors will be processed as processing time allows, with no assurance that their Applications will be processed within 90 days from receipt.
- E. Nothing contained in these Guidelines shall limit DCAMM's rights and remedies at law or in equity, including, without limitation, to deny, decertify or debar a Contractor who may meet the requirements of Certification on the Effective Date for Extensions (or did not meet the requirements or deficiencies may have existed but only became known to DCAMM after the Effective Date for Extensions).
- F. Nothing contained in these Guidelines is intended to prohibit or discourage the submission of Applications during the Extension Period. Contractors are encouraged to continue to submit Applications in the ordinary course, and DCAMM shall continue to process Applications during the Extension Period.

All capitalized terms not otherwise defined herein shall have the same meaning as set forth in M.G.L. ch.149, sec.44A and 44D and all applicable regulations and guidelines thereunder.